

Brief

Instructions:

Select *Bankruptcy or Adversary*

Select *Miscellaneous Activities on Bankruptcy menu; Notices and Misc Activities on Adversary menu*

Enter case number

Verify case number is correct

Select Document Event: [Brief](#)

Select Party.

- Party filer not listed, Add/Create New Party.

Browse, Verify and attach the correct pdf file.

- Add attachments, if applicable.

Select if document Refers to Existing Event

- Narrow search by entering category type. Highlight all categories if unsure which category.
- Narrow search further by file date range or document # range.
- Select event

Review Docket Text for accuracy

- Add prefix if appropriate (agreed, fifth, final, first, fourth, interim, intervener's, joint, second, sixth, supplemental, third, third party)

Warning!! Verify entry is correct before submitting.